



CITY COUNCIL MEETING
405 E. COLBY STREET, WHITEHALL, MI
COUNCIL CHAMBERS
APRIL 25, 2025
6:00 p.m.

AGENDA

1. Meeting called to Order
 - Pledge of Allegiance
2. Approval of Agenda
3. Consent Agenda
 - Approval of the April 8, 2025 Work Session and Council Meeting Minutes
 - Approval of Accounts Payable
 - Communications – BLT Minutes, Central Dispatch Minutes, Schwalm Letter
4. Messages from the Mayor, Council, and City Manager
5. Public Comment *
6. Old Business
7. New Business
 - City Manager Job Description and Salary Scale
8. Public Comment *
9. Adjournment

City of Whitehall, 405 E. Colby Street, Whitehall, MI 49461; 231-894-4048

* **PUBLIC COMMENT:** Citizens wishing to speak on any subject matter or with regard to items on the agenda should use this opportunity. As a courtesy to the council, state your name, and direct your comments to the board. Please limit comments to three minutes. If you have questions or issues that need to be addressed, contact City Hall during regular business hours.



WHITEHALL

CITY COUNCIL

WORK SESSION MINUTES

Council Chambers

April 8, 2025

PRESENT Scott Brown, Tanya Cabala, Debi Hillebrand, Jeff Holmstrom, Stephen Sikkenga, Steve Salter, and Tom Ziemer

ABSENT None

ALSO PRESENT Brenda Bourdon, Nate Geinzer, Zach Szymanski

Mayor Salter called the meeting to order at 4:00 p.m.

DISCUSSION ITEMS

Kick-off for City Manager Search

Nate Geinzer of Double Haul Solutions led the council in developing a profile for the next City Manager.

INFORMATIONAL ITEMS

None

PUBLIC COMMENT

Comments were received from Tamara Horne.

ADJOURNMENT

Mayor Salter adjourned the work session at 5:48 pm

Respectfully submitted,
Brenda Bourdon, City Clerk



**CITY COUNCIL
MEETING MINUTES**

Council Chambers
April 8, 2025

PRESENT Scott Brown, Tanya Cabala, Debra Hillebrand, Jeff Holmstrom, Steve Salter, Steve Sikkenga and Tom Ziemer

ABSENT None

ALSO PRESENT Scott Huebler, Brenda Bourdon, Brennen Gorman, Roger Squiers, Brandon Mahoney, Brian Armstrong, Beth Beaman

Mayor Salter called the meeting to order at 6:00 p.m.

APPROVAL OF THE AGENDA

Motion by Cabala, seconded by Hillebrand to approve the agenda.

Voice Vote: All yeses

MOTION CARRIED

APPROVAL OF THE CONSENT AGENDA

- A. Approval of the March 25, 2025 Council Meeting Minutes
- B. Accounts Payable \$197,749.93
- C. Communications: 2025 Capital Improvement Plan, Meet Your Treasurer Event, Muskegon County Public Works Meeting Minutes, Walk the Beat Letter

Motion by Holmstrom, seconded by Sikkenga to approve the Consent Agenda.

Voice Vote: All yeses

MOTION CARRIED

MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER

Messages were received from Council members. Brian Armstrong, DPW Director, introduced new DPW employee Chase Switanowski and announced the promotion of Nolan Throne as Crew Leader. Chief Squiers announced the promotion of Brandon Mahoney to Chief effective June 1st upon Roger's retirement effective May 31st.

PUBLIC COMMENT

Tamara Horne announced the electronics disposal event. Catchmark is seeking volunteers for NewsNet and SportsNet. Terry Hampel provided updates on Duck Creek, and Kevin Goff expressed support for the Playhouse.

OLD BUSINESS

None

NEW BUSINESS

A. Playhouse Committee Recommendations

Motion by Sikkenga, seconded by Holmstrom to approve the Playhouse Committee recommendations as presented.

Brown read three letters opposing city funding for the Playhouse. The letters will be included in the council packet for the record.

Roll Call Vote: Yes – Sikkenga, Holmstrom, Ziemer, Hillebrand, Cabala, and Salter;
No – Brown; Absent – None

MOTION CARRIED

B. Muskegon Conservation District Proposal

Motion by Holmstrom, seconded by Sikkenga to approve the Muskegon Conservation District's Proposal to provide technical guidance and consultation for the design and planning of the Tannery Bay Conservation Easement Park project as submitted.

Roll Call Vote: Yes – Holmstrom, Sikkenga, Cabala, Hillebrand, Ziemer, Brown, and Salter;
No – None; Absent – None

PUBLIC COMMENT

Public comments were received from Randy Powers regarding the barking dog ordinance; Kathy Russell, Frank Bednarek, Chris Mahoney, Amber Marks, Gary Kittridge, and Terry Hampel in support of the Playhouse; and Kevin Goff regarding the Hanson Hill Social District.

ADJOURNMENT

Mayor Salter adjourned the Council Meeting at 7:28 pm.

Respectfully submitted,
Brenda Bourdon, City Clerk

CITY OF WHITEHALL
ACCOUNTS PAYABLE
April 22, 2025

April 2025 Prepaids

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$47,366.71	Transfer
IRS	Payroll	\$16,608.49	EFT
Alerus Financial	Payroll	\$7,156.12	EFT
MISDU	Payroll	\$61.84	9367

Total Prepaids:

\$71,193.16

Accounts Payable:

\$248,738.64

TOTAL ACCOUNTS PAYABLE

\$319,931.80

04/17/2025 11:10 AM
User: ALYSSA
DB: Whitehall

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF WHITEHALL
EXP CHECK RUN DATES 04/16/2025 - 04/18/2025
BOTH JOURNALIZED AND UNJOURNALIZED
PAID
CITY OF WHITEHALL ACCOUNTS PAYABLE
COUNCIL MEETING OF APRIL 22, 2025

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Vendor Code	Vendor Name	Invoice	Description	Amount
SEAV	ALYSSA SEAVER	FLEX - APRIL25	FLEX- APRIL 2025	378.44
TOTAL FOR: ALYSSA SEAVER				378.44
HELLE	AMBER L HELLEWELL	CONTRACT	HOUSE MANAGER/LIGHT OPERATOR - JW PASSOVER SE	150.00
TOTAL FOR: AMBER L HELLEWELL				150.00
UBMISC	BIHLER FRANK & BETH	04/17/2025	UB refund for account: 010-03173-00	40.41
TOTAL FOR: BIHLER FRANK & BETH				40.41
MAHON	BRANDON L MAHONEY	FLEX- APRIL 202	FLEX- APRIL 2025	42.14
TOTAL FOR: BRANDON L MAHONEY				42.14
BOU	BRENDA BOURDON	FLEX- APRIL 202	FLEX- APRIL 2025	30.22
	REIMBURSEMENT		MILAGE REIMBURSEMENT/MEALS/HOTEL - CLERKS MTG	364.36
TOTAL FOR: BRENDA BOURDON				394.58
ARMST	BRIAN ARMSTRONG	FLEX - APRIL25	FLEX- APRIL 2025	168.91
TOTAL FOR: BRIAN ARMSTRONG				168.91
SCHILLER	BROOK SCHILLER	FLEX - APRIL25	FLEX-APRIL 2025	271.20
TOTAL FOR: BROOK SCHILLER				271.20
CATCHMARK	CATCHMARK TECHNOLOGIES	15998	LIVESTREAM PLAYHOUSE MTG 3.13.25	200.00
		16056	LIVESTREAM COUNCIL - APRIL - 2025	300.00
		16154	LIVESTREAM PLAYHOUSE MTG 3.31.25	206.25
TOTAL FOR: CATCHMARK TECHNOLOGIES				706.25
CITY	CITY OF WHITEHALL	STATEMENTS	WATER/SEWER - Q3	230.16
TOTAL FOR: CITY OF WHITEHALL				230.16
CO	CORE & MAIN LP	2494283/W053479	WATER LINE PARTS	4,078.90
TOTAL FOR: CORE & MAIN LP				4,078.90
DAN	DAN FROST DBA DAN'S AUTOMOTIVE	13221/13235/132	OIL/FILTERS -2008 IMPALA & OIL/FILTER/TIRE RE	163.09
TOTAL FOR: DAN FROST DBA DAN'S AUTOMOTIVE				163.09
BOND	DONALD BOND	FLEX - APRIL25	FLEX- APRIL 2025	84.58
TOTAL FOR: DONALD BOND				84.58

Vendor Code	Vendor Name	Invoice	Description	Amount
DOU	DOUBLE HAUL SOLUTIONS, LLC	2025-030	EXECUTIVE SEARCH DEPOSIT- CITY MANAGER POSITI	5,373.75
TOTAL FOR: DOUBLE HAUL SOLUTIONS, LLC				5,373.75
ECH	ECHO PUBLISHING INC.	21025-6178	WHITE LAKE MIRROR 1/4 PG AD - PLAYHOUSE	214.00
TOTAL FOR: ECHO PUBLISHING INC.				214.00
FRONT	FRONTIER	STATEMENT	TELEPHONE 231-894-6937	107.86
		STATEMENT	TELEPHONE 231-893-1801	40.82
TOTAL FOR: FRONTIER				148.68
HOME	HOME SERVICES OF WHITE LAKE	25185	UPS CHARGES	13.93
TOTAL FOR: HOME SERVICES OF WHITE LAKE				13.93
JJ'S ELEC	JJ'S ELECTRIC LLC	MARCH-2025	ELECTRICAL PERMITS - MARCH-2025	2,802.40
TOTAL FOR: JJ'S ELECTRIC LLC				2,802.40
KENNE	KENNEDY INDUSTRIES INC	645964	REPAIR/SERVICE - LS#4	1,483.50
TOTAL FOR: KENNEDY INDUSTRIES INC				1,483.50
KERK	KERKSTRA PORTABLE RESTROOM SERV	267989/990/991	PORTABLE RESTROOMS - COVELL/BIKE PATH/SVENSSO	400.00
TOTAL FOR: KERKSTRA PORTABLE RESTROOM SERV				400.00
KUER	KUERTH'S DISPOSAL INC.	63076	WASTE REMOVAL & RECYCLING - CH/DPW/PH - MARCH	303.00
TOTAL FOR: KUERTH'S DISPOSAL INC.				303.00
WLBEA	LUDINGTON DAILY NEWS	304239680	PUBLISHING - BLT MTG 3.16.25	67.40
TOTAL FOR: LUDINGTON DAILY NEWS				67.40
METL	MET LIFE	5399644-	MAY-25 LIFE & DISABILITY INS - MAY-25	886.69
TOTAL FOR: MET LIFE				886.69
MDEQ	MI DEPT EGLE	761-11329242	WATER SAMPLE TESTING	128.00
TOTAL FOR: MI DEPT EGLE				128.00
MML	MML WORKERS' COMPENSATION FUND	5361207	PAYROLL AUDIT 23/24	825.00
TOTAL FOR: MML WORKERS' COMPENSATION FUND				825.00
MAISD	MUSKEGON AREA INTERMEDIATE SCHOOLS	15021	SPONSORSHIP GUIDE & MEMBERSHIP LEVEL - PRINT	538.00
TOTAL FOR: MUSKEGON AREA INTERMEDIATE SCHOOLS				538.00

04/17/2025 11:10 AM
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Vendor Code	Vendor Name	Invoice	Description	Amount
UBMISC	NOEL-BERNHARDT KARRIE	04/17/2025	UB refund for account: 007-02335-00	4.81
TOTAL FOR: NOEL-BERNHARDT KARRIE				4.81
PREIN	PREIN & NEWHOF, PC	87968/70/71/72/	ENGINEERING SERVICES-W COLBY/WARNER/DWAM	20,765.50
TOTAL FOR: PREIN & NEWHOF, PC				20,765.50
PSI	PRINTING SYSTEMS INC	237534	ELECTION - AFFIDAVIT/FILING RECEIPT FORMS	32.02
TOTAL FOR: PRINTING SYSTEMS INC				32.02
RAD	RADARSIGN LLC	INV3529	RADAR SIGN & SOFTWARE - SOLAR POWERED	6,707.00
TOTAL FOR: RADARSIGN LLC				6,707.00
RIVERS	RIVERS RENTAL & EQUIPMENT	422594	SHARPEN CHAINSAW CHAINS	28.80
TOTAL FOR: RIVERS RENTAL & EQUIPMENT				28.80
TUFT	ROBERT E TUFTS JR	MARCH-2025	BUILDING PERMITS - MARCH-2025	9,379.08
TOTAL FOR: ROBERT E TUFTS JR				9,379.08
SQUI	ROGER SQUIERS	OPTICAL	OPTICAL - DENA	105.00
TOTAL FOR: ROGER SQUIERS				105.00
SCHEI	SCHEID PLUMBING HEATING & COOL	I-34462-1	BACKFLOW PREVENTER TESTING - 100 S LAKE	314.00
TOTAL FOR: SCHEID PLUMBING HEATING & COOL				314.00
SHO	SHORELINE INSPECTION SERVICE LLC	MARCH-2025	MECHANICAL & PLUMBING PERMITS -MARCH-2025	776.00
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC				776.00
STAND	STANDARD SUPPLY & LUMBER	3064714-015	TREATED LUMBER - BALL FIELD	24.64
TOTAL FOR: STANDARD SUPPLY & LUMBER				24.64
STAPLADV	STAPLES CONTRACT & COMMERCIAL LLC	7004779308	MARKERS/PENS/DRY ERASE BOARD/STICKY NOTES/REC	257.34
TOTAL FOR: STAPLES CONTRACT & COMMERCIAL LLC				257.34
MICH	STATE OF MICHIGAN	MDOT00342 -591:	CONSTRUCTION CONTRACT - WARNER PAY APP #15	180,479.28
TOTAL FOR: STATE OF MICHIGAN				180,479.28
HELTAY	TAYLOR HELLEWELL	4122025	CLEANING SERVICE - PH 4.12.2025	100.00
TOTAL FOR: TAYLOR HELLEWELL				100.00

Vendor Code	Vendor Name	Invoice	Description	Amount
ACWL	THE ARTS COUNCIL OF WHITE LAKE	113	SUMMER ARTS CALENDAR - PREPAID (580.000.805.0	180.00
TOTAL FOR: THE ARTS COUNCIL OF WHITE LAKE				180.00
LOOMIS	THE LOOMIS COMPANY	C012957600	WRAP PLAN - MAY 2025	4,842.06
TOTAL FOR: THE LOOMIS COMPANY				4,842.06
TWIN	TWIN CITIES AUTO PARTS & SERVICE	144323/144367	FRONT ROTOR/BRAKE PADS/PARKING BRAKE SWITCH -	938.42
TOTAL FOR: TWIN CITIES AUTO PARTS & SERVICE				938.42
QUINN	TYLER J QUINN	CONTRACT	SOUND ENGINEER - JW PASSOVER SVC 4.12.25	150.00
TOTAL FOR: TYLER J QUINN				150.00
VERIZ	VERIZON WIRELESS	6109688813	ON CALL PHONE/I-PAD PLAN	42.28
TOTAL FOR: VERIZON WIRELESS				42.28
WMCJT	WEST MICHIGAN CRIMINAL JUSTICE	6266	MCOLES - SPRING 2025	486.50
TOTAL FOR: WEST MICHIGAN CRIMINAL JUSTICE				486.50
WESTMI	WEST MICHIGAN INTERNATIONAL	R102008780:01	EXHAUST REPAIRS - TRUCK 12-18	2,861.30
TOTAL FOR: WEST MICHIGAN INTERNATIONAL				2,861.30
WLFIR	WHITE LAKE FIRE AUTHORITY	MARCH-2025	MECHANICAL FIRE SUPPRESSION PERMITS -MARCH-20	226.60
TOTAL FOR: WHITE LAKE FIRE AUTHORITY				226.60
WHIVE	WHITEHALL VENTURES INC	LEASE - APRIL-2	LEASE - APRIL-2025 - DOWNTOWN RESTROOMS	145.00
TOTAL FOR: WHITEHALL VENTURES INC				145.00

TOTAL - ALL VENDORS 248,738.64

FUND TOTALS:

Fund 101 - GENERAL OPERATING FUND	11,953.82
Fund 202 - MAJOR STREET FUND	6,707.00
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY	644.85
Fund 247 - TAX INCREMENT FINANCE AUTHORITY #1	19,196.58
Fund 249 - BUILDING INSPECTION DEPARTMENT	13,184.08
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND	806.06
Fund 401 - CAPITAL PROJECTS FUND	183,002.03
Fund 580 - PLAYHOUSE	1,433.95
Fund 590 - SEWER FUND	2,351.52
Fund 591 - WATER FUND	5,808.26
Fund 594 - MARINA FUND	314.00
Fund 661 - MOTOR POOL FUND	3,336.49

PAYMENT TYPE TOTA

Paper Check	248,589.96
EFT Transfer	148.68

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL OPERATING FUND							
Dept 000 247							
101-000-082.000	DUE FROM OTHER SOURCES	THE LOOMIS COMPANY	WRAP PLAN - MAY 2025	C012957600	04/23/25	(659.21)	28183
101-000-231.017	DUE TO FLEX FUND	BRIAN ARMSTRONG	FLEX- APRIL 2025	FLEX - APRIL25	04/23/25	168.91	28166
101-000-231.017	DUE TO FLEX FUND	DONALD BOND	FLEX- APRIL 2025	FLEX - APRIL25	04/23/25	84.58	28167
101-000-231.017	DUE TO FLEX FUND	BRENDA BOURDON	FLEX- APRIL 2025	FLEX- APRIL 202	04/23/25	30.22	28168
101-000-231.017	DUE TO FLEX FUND	BRANDON L MAHONEY	FLEX- APRIL 2025	FLEX- APRIL 202	04/23/25	42.14	28184
101-000-231.017	DUE TO FLEX FUND	BROOK SCHILLER	FLEX-APRIL 2025	FLEX - APRIL25	04/23/25	271.20	28196
101-000-231.017	DUE TO FLEX FUND	ALYSSA SEAVER	FLEX- APRIL 2025	FLEX - APRIL25	04/23/25	378.44	28209
		Total For Dept 000 247				316.28	
Dept 101 CITY COUNCIL							
101-101-962.000	OTHER EXPENSES	CATCHMARK TECHNOLOGIE	LIVESTREAM PLAYHOUSE MTG 3.31.25	16154	04/23/25	206.25	28170
101-101-962.000	OTHER EXPENSES	CATCHMARK TECHNOLOGIE	LIVESTREAM COUNCIL - APRIL - 2025	16056	04/23/25	300.00	28170
101-101-962.000	OTHER EXPENSES	CATCHMARK TECHNOLOGIE	LIVESTREAM PLAYHOUSE MTG 3.13.25	15998	04/23/25	200.00	28170
		Total For Dept 101 CITY COUNCIL				706.25	
Dept 172 ADMINISTRATION							
101-172-727.000	OFFICE SUPPLIES	STAPLES CONTRACT & CO	MARKERS/PENS/DRY ERASE BOARD/STICK	7004779308	04/23/25	8.32	28200
101-172-727.000	OFFICE SUPPLIES	STAPLES CONTRACT & CO	MARKERS/PENS/DRY ERASE BOARD/STICK	7004779308	04/23/25	13.84	28200
101-172-727.000	OFFICE SUPPLIES	STAPLES CONTRACT & CO	MARKERS/PENS/DRY ERASE BOARD/STICK	7004779308	04/23/25	13.84	28200
101-172-727.000	OFFICE SUPPLIES	STAPLES CONTRACT & CO	MARKERS/PENS/DRY ERASE BOARD/STICK	7004779308	04/23/25	3.61	28200
		Total For Dept 172 ADMINISTRATION				39.61	
Dept 215 CITY CLERK							
101-215-727.000	OFFICE SUPPLIES	STAPLES CONTRACT & CO	MARKERS/PENS/DRY ERASE BOARD/STICK	7004779308	04/23/25	147.74	28200
101-215-880.000	TRAVEL & MEALS	BRENDA BOURDON	MILAGE REIMBURSEMENT/MEALS/HOTEL -	REIMBURSEMENT	04/23/25	23.80	28169
101-215-880.000	TRAVEL & MEALS	BRENDA BOURDON	MILAGE REIMBURSEMENT/MEALS/HOTEL -	REIMBURSEMENT	04/23/25	26.83	28169
101-215-880.000	TRAVEL & MEALS	BRENDA BOURDON	MILAGE REIMBURSEMENT/MEALS/HOTEL -	REIMBURSEMENT	04/23/25	172.33	28169
101-215-880.000	TRAVEL & MEALS	BRENDA BOURDON	MILAGE REIMBURSEMENT/MEALS/HOTEL -	REIMBURSEMENT	04/23/25	141.40	28169
101-215-905.000	PUBLISHING	LUDINGTON DAILY NEWS	PUBLISHING - BLT MTG 3.16.25	304239680	04/23/25	67.40	28206
		Total For Dept 215 CITY CLERK				579.50	
Dept 262 ELECTIONS							
101-262-727.000	OFFICE SUPPLIES	PRINTING SYSTEMS INC	ELECTION - AFFIDAVIT/FILING RECEIP	237534	04/23/25	32.02	28191
		Total For Dept 262 ELECTIONS				32.02	
Dept 265 CITY HALL BLDG & GROUNDS							
101-265-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	WATER/SEWER - Q3	STATEMENTS	04/23/25	9.59	28171
101-265-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	WATER/SEWER - Q3	STATEMENTS	04/23/25	76.72	28171
101-265-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	WATER/SEWER - Q3	STATEMENTS	04/23/25	19.18	28171
		Total For Dept 265 CITY HALL BLDG & GROUNDS				105.49	
Dept 270 FRINGE BENEFITS							
101-270-719.550	FRINGE-WORKER'S COMP INS	MML WORKERS' COMPENSA	PAYROLL AUDIT 23/24	5361207	04/23/25	825.00	28189
101-270-719.603	FRINGE-HEALTH INS WRAP	THE LOOMIS COMPANY	WRAP PLAN - MAY 2025	C012957600	04/23/25	5,501.27	28183
101-270-719.650	FRINGE-OPTICAL	ROGER SQUIERS	OPTICAL - DENA	OPTICAL	04/23/25	105.00	28198
101-270-719.680	FRINGE-LIFE INS	MET LIFE	LIFE & DISABILITY INS - MAY-25	5399644- MAY-25	04/23/25	302.58	28187
101-270-719.690	FRINGE-DISABILITY INS	MET LIFE	LIFE & DISABILITY INS - MAY-25	5399644- MAY-25	04/23/25	584.11	28187
		Total For Dept 270 FRINGE BENEFITS				7,317.96	
Dept 301 POLICE							
101-301-760.200	EDUCATION & TRAINING-302	WEST MICHIGAN CRIMINA	MCOLLES - SPRING 2025	6266	04/23/25	486.50	28208
101-301-933.000	EQUIPMENT MAINTENANCE	DAN FROST DBA DAN'S A	OIL/FILTERS -2008 IMPALA & OIL/FIL	13221/13235/132	04/23/25	84.69	28173

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
EXP CHECK RUN DATES 04/17/2025 - 04/18/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
CITY OF WHITEHALL ACCOUNTS PAYABLE
COUNCIL MEETING OF APRIL 22, 2025

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL OPERATING FUND							
Dept 301 POLICE							
101-301-933.000	EQUIPMENT MAINTENANCE	DAN FROST DBA DAN'S A	OIL/FILTERS -2008 IMPALA & OIL/FIL	13221/13235/132	04/23/25	58.40	28173
101-301-933.000	EQUIPMENT MAINTENANCE	DAN FROST DBA DAN'S A	OIL/FILTERS -2008 IMPALA & OIL/FIL	13221/13235/132	04/23/25	20.00	28173
101-301-933.000	EQUIPMENT MAINTENANCE	TWIN CITIES AUTO PART	FRONT ROTOR/BRAKE PADS/PARKING BRA	144323/144367	04/23/25	640.92	28202
101-301-933.000	EQUIPMENT MAINTENANCE	TWIN CITIES AUTO PART	FRONT ROTOR/BRAKE PADS/PARKING BRA	144323/144367	04/23/25	297.50	28202
		Total For Dept 301 POLICE				1,588.01	
Dept 521 SANITATION							
101-521-818.000	CONTRACTUAL SERVICES	KUERTH'S DISPOSAL INC	WASTE REMOVAL & RECYCLING - CH/DPW	63076	04/23/25	38.00	28182
		Total For Dept 521 SANITATION				38.00	
Dept 701 PLANNING DEPARTMENT							
101-701-818.000	CONTRACTUAL SERVICES	DOUBLE HAUL SOLUTIONS	EXECUTIVE SEARCH DEPOSIT- CITY MAN	2025-030	04/23/25	806.06	28174
		Total For Dept 701 PLANNING DEPARTMENT				806.06	
Dept 751 PARKS DEPARTMENT							
101-751-775.000	REPAIRS & MAINT SUPPLIES	STANDARD SUPPLY & LUM	TREATED LUMBER - BALL FIELD	3064714-015	04/23/25	24.64	28199
101-751-818.000	CONTRACTUAL SERVICES	KERKSTRA PORTABLE RES	PORTABLE RESTROOMS - COVELL/BIKE P	267989/990/991	04/23/25	120.00	28181
101-751-818.000	CONTRACTUAL SERVICES	KERKSTRA PORTABLE RES	PORTABLE RESTROOMS - COVELL/BIKE P	267989/990/991	04/23/25	120.00	28181
		Total For Dept 751 PARKS DEPARTMENT				264.64	
Dept 753 PATHWAY							
101-753-818.000	CONTRACTUAL SERVICES	KERKSTRA PORTABLE RES	PORTABLE RESTROOMS - COVELL/BIKE P	267989/990/991	04/23/25	160.00	28181
		Total For Dept 753 PATHWAY				160.00	
		Total For Fund 101 GENERAL OPERATING FUND				11,953.82	
Fund 202 MAJOR STREET FUND							
Dept 474 TRAFFIC SERVICES							
202-474-976.000	EQUIPMENT	RADARSIGN LLC	RADAR SIGN & SOFTWARE - SOLAR POWE	INV3529	04/23/25	6,707.00	28193
		Total For Dept 474 TRAFFIC SERVICES				6,707.00	
		Total For Fund 202 MAJOR STREET FUND				6,707.00	
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY							
Dept 000 247							
243-000-818.000	CONTRACTUAL SERVICES	DOUBLE HAUL SOLUTIONS	EXECUTIVE SEARCH DEPOSIT- CITY MAN	2025-030	04/23/25	644.85	28174
		Total For Dept 000 247				644.85	
		Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTH				644.85	
Fund 247 TAX INCREMENT FINANCE AUTHORITY #1							
Dept 000 247							
247-000-818.400	CONTRACTUAL SERVICES-DOW	WHITEHALL VENTURES IN	LEASE - APRIL-2025 - DOWNTOWN REST	LEASE - APRIL-2	04/23/25	145.00	28205
247-000-818.750	CONTRACTUAL SERVICES-	DOUBLE HAUL SOLUTIONS	EXECUTIVE SEARCH DEPOSIT- CITY MAN	2025-030	04/23/25	1,504.65	28174
247-000-820.100	ENGINEERING-BROWNFIELD	PREIN & NEWHOF, PC	ENGINEERING SERVICES-W COLBY/WARNE	87968/70/71/72/	04/23/25	545.00	28190
247-000-820.300-F24	ENGINEERING-WEST COLBY/S	PREIN & NEWHOF, PC	ENGINEERING SERVICES-W COLBY/WARNE	87968/70/71/72/	04/23/25	16,982.75	28190
		Total For Dept 000 247				19,177.40	
Dept 525 DOWNTOWN STREETSCAPE							
247-525-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	WATER/SEWER - Q3	STATEMENTS	04/23/25	19.18	28171
		Total For Dept 525 DOWNTOWN STREETSCAPE				19.18	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 247 TAX INCREMENT FINANCE AUTHORITY #1							
Fund 249 BUILDING INSPECTION DEPARTMENT							
Dept 000 247			Total For Fund 247 TAX INCREMENT FINANCE AUTHORITY			19,196.58	
249-000-818.000	CONTRACTUAL SERVICES	JJ'S ELECTRIC LLC	ELECTRICAL PERMITS - MARCH-2025	MARCH-2025	04/23/25	2,802.40	28179
249-000-818.000	CONTRACTUAL SERVICES	SHORELINE INSPECTION	MECHANICAL & PLUMBING PERMITS -MAR	MARCH-2025	04/23/25	500.00	28197
249-000-818.000	CONTRACTUAL SERVICES	SHORELINE INSPECTION	MECHANICAL & PLUMBING PERMITS -MAR	MARCH-2025	04/23/25	276.00	28197
249-000-818.000	CONTRACTUAL SERVICES	ROBERT E TUFTS JR	BUILDING PERMITS - MARCH-2025	MARCH-2025	04/23/25	9,379.08	28201
249-000-818.000	CONTRACTUAL SERVICES	WHITE LAKE FIRE AUTHO	MECHANICAL FIRE SUPPRESSION PERMIT	MARCH-2025	04/23/25	226.60	28207
			Total For Dept 000 247			13,184.08	
			Total For Fund 249 BUILDING INSPECTION DEPARTMENT			13,184.08	
Fund 250 LOCAL DEVELOPMENT FINANCE AUTHORITY FUND							
Dept 000 247							
250-000-818.000	CONTRACTUAL SERVICES	DOUBLE HAUL SOLUTIONS	EXECUTIVE SEARCH DEPOSIT- CITY MAN	2025-030	04/23/25	806.06	28174
			Total For Dept 000 247			806.06	
			Total For Fund 250 LOCAL DEVELOPMENT FINANCE AUT			806.06	
Fund 401 CAPITAL PROJECTS FUND							
Dept 000 247							
401-000-818.000-E22	CONTRACTUAL SERVICES	STATE OF MICHIGAN	CONSTRUCTION CONTRACT - WARNER PAY	MDOT00342 -591:	04/23/25	180,479.28	28188
401-000-820.000	ENGINEERING FEES	PREIN & NEWHOF, PC	ENGINEERING SERVICES-W COLBY/WARNE	87968/70/71/72/	04/23/25	488.75	28190
401-000-820.000-E22	ENGINEERING FEES	PREIN & NEWHOF, PC	ENGINEERING SERVICES-W COLBY/WARNE	87968/70/71/72/	04/23/25	2,034.00	28190
			Total For Dept 000 247			183,002.03	
			Total For Fund 401 CAPITAL PROJECTS FUND			183,002.03	
Fund 580 PLAYHOUSE							
Dept 000 247							
580-000-123.000	PREPAID EXPENSES	THE ARTS COUNCIL OF W	SUMMER ARTS CALENDAR - PREPAID	113	04/23/25	180.00	28165
580-000-805.000	MARKETING	ECHO PUBLISHING INC.	WHITE LAKE MIRROR 1/4 PG AD - PLAY	21025-6178	04/23/25	214.00	28175
580-000-805.000	MARKETING	MUSKEGON AREA INTERME	SPONSORSHIP GUIDE & MEMBERSHIP LEV	15021	04/23/25	538.00	28185
580-000-818.000	CONTRACTUAL SERVICES-BUI	KUERTH'S DISPOSAL INC	WASTE REMOVAL & RECYCLING - CH/DPW	63076	04/23/25	54.00	28182
580-000-818.600	CONTRACTUAL SERVICE-SOON	TYLER J QUINN	SOUND ENGINEER - JW PASSOVER SVC 4	CONTRACT	04/23/25	150.00	28192
580-000-818.750	CONTRACTUAL SERVICES-HOU	AMBER L HELLEWELL	HOUSE MANAGER/LIGHT OPERATOR - JW	CONTRACT	04/23/25	150.00	28176
580-000-818.800	CONTRACTUAL SERVICES-CLE	TAYLOR HELLEWELL	CLEANING SERVICE - PH 4.12.2025	4122025	04/23/25	100.00	28177
580-000-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	WATER/SEWER - Q3	STATEMENTS	04/23/25	47.95	28171
			Total For Dept 000 247			1,433.95	
			Total For Fund 580 PLAYHOUSE			1,433.95	
Fund 590 SEWER FUND							
Dept 550 SEWER ADMINISTRATION							
590-550-818.000	CONTRACTUAL SERVICES	DOUBLE HAUL SOLUTIONS	EXECUTIVE SEARCH DEPOSIT- CITY MAN	2025-030	04/23/25	806.06	28174
			Total For Dept 550 SEWER ADMINISTRATION			806.06	
Dept 552 SEWER CUSTOMER ACCOUNTS							
590-552-850.000	TELEPHONE	VERIZON WIRELESS	ON CALL PHONE/I-PAD PLAN	6109688813	04/23/25	19.00	28203
			Total For Dept 552 SEWER CUSTOMER ACCOUNTS			19.00	
Dept 554 SEWER PUMPING							
590-554-818.000	CONTRACTUAL SERVICES	KENNEDY INDUSTRIES IN	REPAIR/SERVICE - LS#4	645964	04/23/25	1,483.50	28180

User: ALYSSA
DB: WhitehallBOTH OPEN AND PAID
CITY OF WHITEHALL ACCOUNTS PAYABLE
COUNCIL MEETING OF APRIL 22, 2025

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 590 SEWER FUND							
Dept 554 SEWER PUMPING	PUBLIC UTILITIES	FRONTIER	TELEPHONE 231-893-1801	STATEMENT	04/23/25	40.82	253
590-554-920.000			Total For Dept 554 SEWER PUMPING			1,524.32	
Dept 558 SEWER T & D	TELEPHONE	VERIZON WIRELESS	ON CALL PHONE/I-PAD PLAN	6109688813	04/23/25	2.14	28203
590-558-850.000			Total For Dept 558 SEWER T & D			2.14	
Fund 591 WATER FUND			Total For Fund 590 SEWER FUND			2,351.52	
Dept 000 247							
591-000-202.100	DUE TO UTILITY CUSTOMER	NOEL-BERNHARDT KARRIE	UB refund for account: 007-02335-0	04/17/2025	04/24/25	4.81	28210
591-000-202.100	DUE TO UTILITY CUSTOMER	BIHLER FRANK & BETH	UB refund for account: 010-03173-0	04/17/2025	04/24/25	40.41	28211
			Total For Dept 000 247			45.22	
Dept 540 WATER ADMINISTRATION							
591-540-818.000	CONTRACTUAL SERVICES-	DOUBLE HAUL SOLUTIONS	EXECUTIVE SEARCH DEPOSIT- CITY MAN	2025-030	04/23/25	806.07	28174
591-540-820.000	ENGINEERING FEES	PREIN & NEWHOF, PC	ENGINEERING SERVICES-W COLBY/WARNE	87968/70/71/72/	04/23/25	715.00	28190
			Total For Dept 540 WATER ADMINISTRATION			1,521.07	
Dept 542 WATER CUSTOMER ACCOUNTS							
591-542-850.000	TELEPHONE	VERIZON WIRELESS	ON CALL PHONE/I-PAD PLAN	6109688813	04/23/25	19.00	28203
			Total For Dept 542 WATER CUSTOMER ACCOUNTS			19.00	
Dept 546 WATER SOURCE PLANT							
591-546-818.100	CONTRACTUAL SERVICES-	HOME SERVICES OF WHIT	UPS CHARGES	25185	04/23/25	13.93	28178
			Total For Dept 546 WATER SOURCE PLANT			13.93	
Dept 548 WATER T & D							
591-548-757.000	OPERATING SUPPLIES	CORE & MAIN LP	WATER LINE PARTS	2494283/W053479	04/23/25	2,805.00	28172
591-548-757.000	OPERATING SUPPLIES	CORE & MAIN LP	WATER LINE PARTS	2494283/W053479	04/23/25	1,273.90	28172
591-548-818.000	CONTRACTUAL SERVICES	MT DEPT EGLE	WATER SAMPLE TESTING	761-11329242	04/23/25	128.00	28186
591-548-850.000	TELEPHONE	VERIZON WIRELESS	ON CALL PHONE/I-PAD PLAN	6109688813	04/23/25	2.14	28203
			Total For Dept 548 WATER T & D			4,209.04	
Fund 594 MARINA FUND			Total For Fund 591 WATER FUND			5,808.26	
Dept 000 247							
594-000-818.000	CONTRACTUAL SERVICES	SCHEID PLUMBING HEATI	BACKFLOW PREVENTER TESTING - 100 S	I-34462-1	04/23/25	314.00	28195
			Total For Dept 000 247			314.00	
Fund 661 MOTOR POOL FUND			Total For Fund 594 MARINA FUND			314.00	
Dept 000 247							
661-000-727.000	OFFICE SUPPLIES	STAPLES CONTRACT & CO	MARKERS/PENS/DRY ERASE BOARD/STICK	7004779308	04/23/25	69.99	28200
661-000-818.000	CONTRACTUAL SERVICES	KUERTH'S DISPOSAL INC	WASTE REMOVAL & RECYCLING - CH/DPW	63076	04/23/25	211.00	28182
661-000-850.000	TELEPHONE	FRONTIER	TELEPHONE 231-894-6937	STATEMENT	04/23/25	107.86	253
661-000-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	WATER/SEWER - Q3	STATEMENTS	04/23/25	57.54	28171
661-000-933.000	EQUIPMENT MAINTENANCE	RIVERS RENTAL & EQUIP	SHARPEN CHAINSAW CHAINS	422594	03/12/25	28.80	28194
661-000-933.000	EQUIPMENT MAINTENANCE	WEST MICHIGAN INTERNA	EXHAUST REPAIRS - TRUCK 12-18	R102008780:01	04/23/25	2,861.30	28204

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 661 MOTOR POOL FUND Dept 000 247							
			Total For Dept 000 247			3,336.49	
			Total For Fund 661 MOTOR POOL FUND			3,336.49	

**CITY OF WHITEHALL
BROWNFIELD, LDFA, TIFA
April 10, 2025**

PRESENT

K. Cyr, J. Dillivan, M. Guinon, G. Langlois, T. Moore, E. Peyer, B. Sabourin, S. Salter.

ABSENT

M. Byam, D. Rinsema-Sybenga, C.J. Van Wieren

ALSO PRESENT

Director/Secretary Huebler, Treasurer Seaver

MEETING CALLED TO ORDER

Vice Chair Salter called the meeting to order at 12:04 p.m.

APPROVAL OF AGENDA

Moved by Guinon, second by Langlois, CARRIED, to approve the agenda as submitted. All voted yes.

ELECTION OF OFFICERS

Motion by Guinon, second by Moore, CARRIED, to appoint Langlois as Chair, Salter as Vice Chair for TIFA, Huebler as Director/Secretary, and Seaver as Treasurer. All voted yes.

Dillivan entered at this time. 12:07 p.m.

PUBLIC INFORMATION HEARING

Chair Langlois opened the hearing at 12:07 p.m. There being no public comment, Chair Langlois closed the hearing at 12:08 p.m.

APPROVAL OF MINUTES

Motion by Salter, second by Peyer, CARRIED, to approve the January 2025 meeting minutes as presented. All voted yes.

COMMUNICATIONS

Future Capital Improvements

UNFINISHED BUSINESS

NEW BUSINESS

Resolution 1 - Brownfield Budget

Moved by Sabourin, second by Guinon, to approved the FY25/26 Brownfield Budget as submitted. Roll Call Vote: 4 yes, 2 absent

Resolution 2 - LDFA Budget

Moved by Guinon, second by Cyr, to approved the FY25/26 LDFA Budget as submitted. Roll Call Vote: 6 yes, 3 absent

Resolution 3 TIFA Budget

Moved by Salter, second by Guinon, to approved the FY25/26 TIFA Budget as submitted. Roll Call Vote: 4 yes, 2 absent

Resolution 4 - South Shore Land Purchase

Moved by Cyr, second by Moore, CARRIED, to approve the sale of four acres to South Shore for boat storage. Roll Call Vote: 6 yes, 3 absent

Resolution 5 - LDFA Budget Amendment

Moved by Peyer, second by Moore, CARRIED, to amend the budget as requested. Roll Call Vote: 6 yes, 3 absent

Resolution 6 - TIFA Plan Amendment

Moved by Salter, second by Peyer, CARRIED, to approve the plan amendment as requested. Roll Call Vote: 4 yes, 2 absent

Colby Connector

Moved by Salter, second by Guinon, CARRIED, to approve the final designs and move forward with the project setting aside the restrooms and stage until funding is available. All voted yes.

ADJOURNMENT

Moved by Salter, second by Cyr, CARRIED, to adjourn at 12:52 p.m.

Muskegon Central Dispatch 9-1-1
BOARD OF DIRECTORS
February 12, 2025

The February 12, 2025 Muskegon Central Dispatch 9-1-1 Board of Directors meeting held at the Muskegon Central Fire Community Room was called to order at 1:36 pm by Vice-Chairman Janson.

Members present: Anthony Chandler, Administrator, City of Norton Shores
Sam Janson, City Manager, City of North Muskegon
Mark Eisenbarth, Administrator, Muskegon County
Scott Huebler, City Manager, City of Whitehall
Jennifer Hodges, Supervisor, Muskegon Charter Township
Jeff Auch, City Manager, City of Montague
Jared Olson, City Manager, City of Roosevelt Park

Absent: Melvin Burns, Interim City Manager, City of Muskegon Heights
Nicole McGhee, Post Commander, Michigan State Police
Tim Kozal, Public Safety Director, City of Muskegon
Brian Michelli, Public Safety Director, Fruitport Township

Staff present: Jason Wolford, Executive Director, Muskegon Central Dispatch 9-1-1
Bill Rensberger, Technology Director, Muskegon Central Dispatch 9-1-1
Drew Roesler, Operations Manager, Muskegon Central Dispatch 9-1-1
MiSu Peltoniemi-Kozal, QI, Muskegon Central Dispatch 9-1-1
Rebecca Injerd, Muskegon Central Dispatch 9-1-1

Others present: Ben Ruby, Muskegon County District Court
Mary Jo French, Muskegon County District Court
Matthew Farrar, Muskegon County
Greg Poulson, Fruitport Police Department

APPROVAL OF THE AGENDA

Moved by Mr. Eisenbarth, seconded by Ms. Hodges, to approve the February 12, 2025 agenda, as presented. Motion carried.

ANNUAL FINANCIAL AUDIT PRESENTATION – Eric VanDop, Brickley DeLong

Virtual presentation by Eric VanDop. Mr. Eisenbarth asked about unassigned funds. Mr. Chandler asked about long-term obligations. Mr. Janson questioned standards on leasing for private entities. Mr. Janson asked about recommendations and how they will be addressed.

Moved by Mr. Eisenbarth, seconded by Mr. Huebler, to approve the FY2024 Annual Audit Report. Motion carried.

MINUTES OF DECEMBER 11, 2024 MEETING

Moved by Mr. Olson, seconded by Mr. Janson, to approve the December 11, 2024 meeting minutes. Motion carried.

REPORTS

COORDINATING COMMITTEE MINUTES – February 4, 2025

Informational.

SEPTEMBER, 2024 MONTHLY FINANCIALS

Moved by Ms. Hodges, seconded by Mr. Janson, to approve the September, 2024 Monthly Financials. Motion carried.

DIRECTOR'S REPORT

As presented. Interop conference and State 911 conference forthcoming. Tech Director Rensberger was appointed to the Michigan 911 Technology subcommittee. QI Peltoniemi-Kozal updated the group on status of recent hiring process. Director Wolford briefed all on the work being done on Prepared Live program. Tech Director Rensberger updated group on Imprivata progress, stating the PDs involved in initial trial had no negatives to note. Timeline in the works.

800 MHZ IMPLEMENTATION COMMITTEE

One hundred MAISD employees completed training last week. Train the Trainer taking place at MAISD this week. Radio Tech Loeffler also at training.

CAD / RMS / JMS COMMITTEE

Migration in March.

FIRE RMS / MCT COMMITTEE

Focus is on migration.

OLD BUSINESS

None.

NEW BUSINESS

MUSKEGON COUNTY 9-1-1 PLAN

As presented. Atty Doug VanEssen will provide all services for \$5k flat.

Moved by Mr. Janson, seconded by Mr. Huebler, to approve the CC recommendation, assigning \$5k in legal fees, to update the Muskegon County 9-1-1 Plan. Motion carried.

LEXIS NEXIS CITATIONS

Although more expensive than CPro, better product. MI State Police using.

Moved by Mr. Auch, seconded by Mr. Huebler, to approve the CC recommendation to transition to Lexis Nexis Citations. Motion carried.

COMMENTS

ADMINISTRATIVE

None.

PUBLIC

Ms. Hodges announced this was her last meeting. Eric Joslyn will be replacing her to represent Muskegon Township.

NEXT MEETING

The next meeting will be held on March 12, 2025 at 1:30pm in the Muskegon Central Fire Community Room.

ADJOURNMENT

Moved by Mr. Janson, seconded by Ms. Hodges, to adjourn. Meeting adjourned at 2:16 pm.

Respectfully submitted,

Rebecca Injerd, Office Administrator

Date

Anthony Chandler, Chairman

Date

April 8, 2025

Dear City Counsel,

This is in regards to your considering a vote to give Playhouse \$50,000 for the next 5 years in addition to what is already being given to them. I don't know the numbers of profit and loss for the Playhouse since the City has owned it, but it is probably on the negative side for profit. It is draining the City of Whitehall.

I believe that you need to wisely prioritize moneys for what would be nice to do versus necessity for the City of Whitehall.

I would like to see more of my tax dollars spent on roads such as Alice or Franklin and others. There are potholes all over.

Also paying for Seniors to use the VAC. \$10,000 is a pittance to pay for this; only \$1000 more than last year.

Thank you.

Joanne Schwalm
1330 N Timberview Drive



- Provides support to the Tax Increment Finance Authority, Brownfield Redevelopment Authority, and Local Development Finance Authority aligning their activities with city-wide goals.
- Advise the City Council on policy decisions, strategic planning, and operational issues, and serve as a non-voting participant in all Council meetings.
- Foster relationships with regional, county, state, and federal partners, advocating for resources and legislative support.
- Identify, apply for, and manage grants and alternative funding opportunities.
- Lead emergency response coordination and serve as the City's communications officer during crises, in collaboration with appropriate agencies.
- Promote community engagement and facilitate communication between the city, residents, and businesses to enhance trust, responsiveness, and service excellence.
- Deliver presentations to community groups and governing bodies to share plans, gather input, and report on progress.
- Perform other duties as assigned by the City Council.

ADDITIONAL RESPONSIBILITIES AND TASKS:

- Continually evaluate city services, policies, and procedures for opportunities to improve efficiency, accessibility, and quality.
- Monitor legislative developments and adjust city practices to maintain compliance with state and federal law.
- Represent the City at public functions, meetings, and official events, fostering community goodwill and collaboration.
- Promote continuous improvement, innovation, and staff development within the organization.
- Develop and execute communications strategies, including social media and digital platforms, to inform and engage the public.

Required Knowledge, Skills, Abilities, and Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Urban Planning, or a related field. A Master's degree is strongly preferred.
- Minimum 5 years of progressively responsible leadership in municipal or public sector management.
- Demonstrated knowledge in public administration, municipal finance, HR management, infrastructure, and strategic planning.
- Strong communication, leadership, emotional intelligence, and political acumen.
- Familiarity with Michigan municipal law and city charter requirements.

Use of Technology

This role necessitates familiarity with diverse software applications. Additionally, proficiency in utilizing email and other communication tools such as Teams, Zoom, and video conferencing is essential. Proficiency in social media platforms and other communication channels is desired.

Physical Demands and Work Environment:

The City Manager requires a combination of office work and time outside visiting locations within the City of Whitehall and Muskegon County. While most tasks are performed in an office setting, occasional outdoor activities may be required such as construction and capital project site visits.

Flexibility in work hours is often required, including evenings, weekends depending on activities within the City. The work environment may involve exposure to loud noises, crowded spaces, and unpredictable situations, especially during construction visits.

Occasional travel is required to attend conferences, meetings, and inspections. Must possess a valid driver's license.

This description outlines the physical demands and work environment typical for this position and ensures compliance with ADA regulations by offering reasonable accommodation to individuals with disabilities.

Please note: This job description is intended to outline the general nature and level of work expected of the City Manager. It is not exhaustive and may be supplemented as needed.

The City of Whitehall is an Equal Opportunity Employer

Mayor

City Clerk

Date Approved by City Council

Revised April 2025

Date: April 22, 2025

To: City of Whitehall Mayor and City Council

From: Nate Geinzer, Double Haul Solutions, Executive Search Consultant

RE: Consideration of Approval of City Manager Job Description and Salary Scale

Background:

- Double Hall Solutions (DHS) was selected on March 25, 2025, to lead the City of Whitehall search for a new City Manager to lead the community forward following the retirement announcement of the 20+ year incumbent.
- Within DHS' scope of work, was the inclusion of a review and update of the City Manager Job upon request and a market scan of recent City Manager postings and placements and the associate salaries. This high-level data is intended to offer some perspective to guide the City Council on setting the requisite salary scale. A full compensation benchmarking study can be conducted if the City Council determines they want a more comprehensive review completed.

Job Description:

- The current City Manager Job Description dates back to 2003.
- Most of the changes offered expand upon working conditions, as well as noting the availability of reasonable ADA accommodation and Equal Opportunity Employer status. These are important additions that demonstrate compliance with state and federal employment law.

City Manager Salary Scale

- As noted in DHS's proposal, we have been seeing elected bodies get quite competitive with their salary scales. We have seen salary scales representing anywhere from 10% to 30% above the incumbent salary. We have had multiple clients determined to post higher than our recommendations. Although each community is different, the most common reasons seem to be the current market demand for experienced city managers and a desire to attract the attention of potentially top candidates.
- It is worth noting that the growing complexity of demands on a local government manager, impacts on personal and family wellbeing, and the increasingly challenging community dynamics across the country have candidates much more cautious about pursuing perceived "greener pastures" especially if they are in a relatively stable environment. These patterns can make it harder to recruit.
- The tables below highlight recently marketed or filled City Manager positions. We stayed focused on communities under 10,000 people. Keep in mind, this is for perspective only and not an actual comprehensive salary benchmarking study.



Survey of City Manager Salaries				
City	Population	Posted Salary Range		
		Low	High	Scale Gap
Pentwater	890	\$90,000.00	\$120,000.00	\$30,000.00
Bingham Farms	1,085	\$85,000.00	\$95,000.00	\$10,000.00
Elk Rapids	1,529	\$130,000.00	\$150,000.00	\$20,000.00
Montrose	1,743	\$85,000.00	\$100,000.00	\$15,000.00
Marlette	1,875	\$65,000.00	\$70,000.00	\$5,000.00
Munising	1,986	\$95,000.00	\$110,000.00	\$15,000.00
Whitehall	2,909	\$126,850.00	\$126,850.00	Current Manager
Portland	3,796	\$120,000.00	\$140,000.00	\$20,000.00
Dundee	5,323	\$120,000.00	\$160,000.00	\$40,000.00
Manistee	6,279	\$100,000.00	\$114,000.00	\$14,000.00
Ludington	7,000	\$120,000.00	\$120,000.00	
Albian	7,700	\$120,000.00	\$145,000.00	\$25,000.00
St. Joseph	7,729	\$140,000.00	\$160,000.00	\$20,000.00
Saline	9,000	\$108,308.00	\$190,473.00	\$82,165.00
Lapeer	9,023	\$145,000.00	\$145,000.00	
Charlotte	9,074	\$120,000.00	\$140,000.00	\$20,000.00
Marysville	10,000	\$125,000.00	\$150,000.00	\$25,000.00
Average	5,114	\$111,479.88	\$131,548.41	\$24,368.93

Salary Ranges		
	Average Low Range Salary	Average High Range Salary
Smaller Populations	\$101,872.22	\$119,094.44
Larger Populations	\$122,288.50	\$145,559.13
All Average Total	\$111,479.88	\$131,548.41

- This brief market scan of readily available city manager job postings/placements was completed to provide guidance to the City Council on setting a salary range for the new City Manager. Considering the findings above and the current City Manager's salary, we would suggest considering a minimum salary range of **\$110,000 to \$130,000** with a comprehensive benefits package including, but not limited to, medical, dental, vision, Defined Contribution, including access to a 457, Retiree Health Savings Account, auto allowance, paid time off and tuition reimbursement. Multiple clients have also noted "a relocation package may be considered for the right candidate."

Action Items

Consider approval of:

- Updated City Manager Job Description
- Setting the salary scale for the new City Manager at \$110,000 to \$130,000
- Noting the potential for a relocation package for the right candidate

